



# Medical Surge Capacity Coordinator

## Job Description

Department: Health – Environmental Health  
Position: Career Service  
Grade: 511  
Supervisory: No  
Reports to: Emergency Response Coordinator

### Summary

Under the general direction of the Emergency Response Coordinator and in collaboration with the Health Officer, Division Directors, Bureau Director, and key community members, performs professional level community medical surge capacity planning and response coordination work for the Utah County Health Department according to conditions of the Assistant Secretary for Preparedness and Response (ASPR) Grant.

### Essential Functions

Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

1. Organize and facilitate the formation of a County/Regional Medical Surge Capacity Healthcare Coalition.
2. Develop and maintain the Utah County/Regional Community Medical Surge Capacity Plan; coordinate plan with the Utah Department of Health, other federal, state, or local government entities, and with various response agencies, volunteer organizations, businesses, and private industry.
3. Perform administrative, technical, and planning duties in integrating community medical surge capacity plans with new and reemerging diseases, bioterrorism and emergency response plans, and activities for other emergency management programs.
4. Assist Medical Reserve Corps Coordinator by ensuring that the Corps meets regularly, recruit new members, and conduct community response exercises coordinated with the department.
5. Assist the Emergency Response Coordinator with management, integration, and implementation of all assigned response plans and procedures from various jurisdictions, governmental entities, private industries, utility companies, etc.
6. Employ standard emergency management concepts and strategic methodologies when conducting regular review of local, state, federal, and private industry community medical surge capacity response plans and medical response plans for new and reemerging diseases.
7. Work in conjunction with the Public Information Officer and department administrators to promote awareness of medical surge capacity response plans and procedures as well as new and reemerging diseases.

### For Office Use Only

Job Code: 2640  
Job Title: Medical Surge Capacity Coordinator  
FLSA: Exempt  
Effective Date: 11/7/2019  
Public Safety: No

Worker's Compensation: Clerical  
Background Level: I  
Safety Sensitive: Yes  
DOT: No  
ML: Individual Contributor

8. Provide requisite planning activity reports, budget submissions, and/or other required documentation for federal and state medical surge capacity response funding sources and response activities.
9. Assist with development of operational drills and/or exercise scenarios designed to train, test, and evaluate medical surge capacity, emergency response concepts, and standard operating guidelines; adjust plans, procedures and protocols to improve efficiency and applicability.
10. Participate in related training such as completing courses, workshops, seminars, and other training to remain current with regard to emergency planning issues and concepts.
11. Respond to public health emergencies as required by the department or division administration; carry cellular phone or other emergency communication device during all work hours and at all other times when unavailable by phone at home.

### **Knowledge, Skills, and Abilities**

- Considerable knowledge of principles, practices and techniques involved in emergency management and issues specific to new and emerging diseases, medical surge capacity
- Knowledge of principles and practices of governmental, public health agencies, and private healthcare structures and resources
- Knowledge of budget development and fiscal management
- Skilled in utilizing organization and planning techniques
- Skilled in public relations and public speaking
- Ability to operate a computer and utilize general software applications
- Ability to operate communication equipment such as 800 Megahertz radios, short distance walkie talkie-type radios, satellite cellular devices, etc.
- Ability to establish and maintain effective working relationships with other government and public health officials, private healthcare organizations, emergency response agencies, co-workers, volunteers, and the general public
- Ability to communicate effectively verbally and in writing

### **Supervisory Responsibility**

This position has no direct supervisory responsibility but does serve as a coach and mentor for other positions in the department.

### **Work Environment**

Work is generally performed in an environmentally controlled office setting. Occasional emergency response activities and exercises require working outdoors under extreme environmental conditions as well as working in a full-body protective suit with respirator protection from potential biological, chemical or nuclear material hazards. This position requires frequent contact with the public, which exposes incumbent to others' illnesses and to possible high-stress or dangerous situations including confrontational, emotionally charged, or uncomfortable circumstances. Incumbent may be exposed to

### **For Office Use Only**

Job Code: 2640  
Job Title: Medical Surge Capacity Coordinator  
FLSA: Exempt  
Effective Date: 11/7/2019  
Public Safety: No

Worker's Compensation: Clerical  
Background Level: I  
Safety Sensitive: Yes  
DOT: No  
ML: Individual Contributor

contagious or infectious diseases or hazardous chemicals that requires the use of protective devices such as masks, goggles, and gloves.

### **Physical Demands**

While performing the duties of this job, the employee is required to use manual dexterity to handle, feel, and operate objects, tools and controls, and reach with hands and arms. This employee is frequently required to stand, talk, and hear. Specific vision abilities by this job include close vision, ability to adjust focus, and ability to distinguish between shades of color and patterns. Works for sustained periods of time maintaining concentration to detail. The employee is required to type, file and lift supplies up to thirty (30) pounds. The employee regularly drives a motor vehicle with a trailer and occasionally conducts training and emergency response activities in a full-body protective suit with appropriate respirators.

### **Position Type / Expected Hours of Work**

Incumbent must work eighty (80) hours each pay period to maintain full-time status. There will be conferences, trainings, and other grant requirements that may require the incumbent to work out a flex schedule ahead of time that works for both the County and the employee. Occasional evening, weekend, and on-call work may be required as job duties demand.

### **Travel**

Travel is primarily local during the business day, although some out-of-area and overnight travel may be expected, up to ten (10) percent.

### **Required Education and Experience**

1. Master's degree in public health, public administration, or a related field.
- OR**
1. Bachelor's degree in a field related to public health such as nursing, biological sciences, community health, health education, emergency management planning, hazard assessment, public administration, or environmental science.
2. Two (2) years of work experience related to emergency management or public health.

### **Preferred Experience**

1. Previous medical experience is preferred but not required.

### **Additional Eligibility Qualifications**

1. Applicants must possess a valid driver's license and obtain a valid State of Utah driver's license within sixty (60) days of employment.
2. Selected applicants will be required to submit to a pre-employment drug screen and background check.

### **For Office Use Only**

Job Code: 2640  
Job Title: Medical Surge Capacity Coordinator  
FLSA: Exempt  
Effective Date: 11/7/2019  
Public Safety: No

Worker's Compensation: Clerical  
Background Level: I  
Safety Sensitive: Yes  
DOT: No  
ML: Individual Contributor

- Incumbent is required to successfully complete training courses that are recommended and made available through the Utah Comprehensive Emergency Management (CEM) Division, the Federal Emergency Management Agency (FEMA), and the Intermountain Center for Disaster Preparedness (IDCP).

**AAP/EEO Statement**

It is the policy of Utah County Government to assure equal employment opportunity to its employees and applicants for employment without regard to race, color, religion, national origin, disability, age, sex, sexual orientation, genetic status or gender identity.

**Other Duties**

Please note this job description is not designed to cover or contain a comprehensive listing of activities, duties, or responsibilities that are required of the employee of this job. Duties, responsibilities, and activities may change at any time.

Utah County Government is a drug-free workplace.

Below is to be completed after an offer has been extended and accepted.

**Signatures**

This job description has been approved by all levels of management:

Manager \_\_\_\_\_

Department Head \_\_\_\_\_

Director – Human Resources \_\_\_\_\_

Employee signature below constitutes employee's understanding of the requirements, essential functions and duties of the position

Employee \_\_\_\_\_ Date \_\_\_\_\_

**For Office Use Only**

Job Code: 2640  
Job Title: Medical Surge Capacity Coordinator  
FLSA: Exempt  
Effective Date: 11/7/2019  
Public Safety: No

Worker's Compensation: Clerical  
Background Level: I  
Safety Sensitive: Yes  
DOT: No  
ML: Individual Contributor